

Business Systems Setup

I build clean, customized systems that help small business owners cut chaos and run smarter — using Notion + Airtable.

Packages:

Essentials Build

- One custom system (e.g. project tracker, CRM, content planner) — \$500

Full Ops Suite

- Multi-dashboard backend with automation + linked SOPs — \$1,500–\$2,500

Add-On Modules

- CRM, content planner, SOP library, lead tracker — \$100–\$300

Who This Is For:

- Perfect for solopreneurs, coaches, and service providers running on spreadsheets, docs, and disorganization.

What's Included:

- 1:1 strategy consult (30–45 min)
- Custom dashboard in Notion or Airtable
- Optional automation setup (forms, reminders, etc.)
- Walkthrough video of your system
- Add-on modules available

Book Now:

Email: Sarah@AssistingETC.com
Subject line: "Build My System"

Tools Used:

Notion – Airtable – Google Workspace – Loom